About the Role – Employment Details

Post Number	A098a
Job Title	Exams & Assessment Manager
Salary	£40,508.64 – £50,099.10 per annum
Contract Type	Permanent, 37 hours per week, 52 weeks per year
Campus	Gloucester
Department	Student Programmes Office – Exams
Reporting To	Head of Data Management
Holiday	32 days' annual leave, increasing to 37 days after 5 years', plus an additional 3 days during Christmas closure
Pension	LGPS Pension Scheme

About the Role – Meet the Team

Gloucestershire College (GC) is recruiting a Exams & Assessment Manager to join the Exams team at Gloucestershire College.

The purpose of this role is to be responsible for the strategic leadership and operational management of all examinations and assessments across the College's multi-campus provision. The role holds overall accountability for regulatory compliance, data integrity and the consistent delivery of high-quality examinations services in line with JCQ, Ofqual and awarding body requirements.

The postholder will lead and develop the Exams team, provide expert advice to senior leaders and curriculum areas, and ensure that all examination activity is delivered efficiently, securely and to the highest professional standards.

About the Role – Duties and Responsibilities

1. **Strategic Leadership & Management**

- Provide leadership and direction for the College's examinations and assessments function across all campuses.
- Line manage the Exams team, ensuring high standards of performance, consistency and professional development.
- Develop, implement and regularly review exams policies, procedures and quality assurance processes to ensure consistency, efficiency and compliance across the College.
- Act as the College's lead professional and subject-matter expert for all examinations-related matters.

2. Regulatory Compliance & Governance

- Hold overall responsibility for compliance with all relevant regulations, including JCQ, Ofqual and awarding organisation requirements.
- Act as the key point of contact for awarding bodies, inspections and audits, including preparation for and management of JCQ inspections.
- Maintain up-to-date expert knowledge of examination regulations and ensure timely communication and implementation of regulatory changes.
- Ensure the secure receipt, storage, handling and dispatch of examination materials in accordance with awarding body requirements.
- Identify and manage risks relating to examinations delivery, malpractice and maladministration.

3. Examinations Planning & Delivery

- Plan, coordinate and oversee all internal and external examination series, including registrations, entries, timetabling, rooming and results processing.
- Develop, maintain and publish an annual examinations calendar covering all awarding bodies and assessment cycles.
- Ensure all examination sessions are conducted in strict accordance with JCQ and awarding body regulations and College policies.
- Oversee examination logistics including seating plans, exam room arrangements and invigilation cover.
- Ensure examination scripts and materials are dispatched accurately and within awarding body deadlines.
- Establishing positive working relationships with key stakeholders such as IT, Estates and other business support teams to ensure the successful delivery of the external examinations programme.

4. People Management & Invigilation

- Oversee the recruitment, training, deployment and performance management of the Exams Team ensuring regular 1:1's are conducted
- Organise and deliver regular invigilation training to ensure regulatory compliance and consistent standards.
- Provide clear guidance and briefings to staff and students on examination procedures and conduct.

5. Data, Systems & Reporting

- Ensure accurate and timely management of examinations data from registration through to results, certification and achievement claims.
- Work closely with the Data Returns Specialist, MIS and curriculum teams to ensure data integrity and effective reporting.
- Oversee the collection, recording and dissemination of examination results and achievement data to support reporting and analysis.

6. Access Arrangements & Student Support

- Work in partnership with Learning Support to identify and secure approval for access arrangements and reasonable adjustments.
- Oversee the submission of special consideration applications in line with awarding body regulations.
- Ensure students receive clear and timely information regarding examination arrangements and expectations.

About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

About You

Our Shortlisting Criteria

Essential	– Experience of line managing a team and co-ordinating roles and responsibilities. – Experience of managing high-volume, deadline-driven processes with a high level of accuracy. – A sound background knowledge of administrative systems and an ability to create systematic procedure that support delivery – Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills
Desirable	– Extensive experience of working within an FE Examinations function – Proven experience of managing examinations in compliance with JCQ and awarding body regulations. – Experience of digital or on-screen assessment systems. – A relevant administrative qualification or evidence of formal training

The Perfect Person for us will demonstrate

Abilities	– A high level of interpersonal skills and the ability to work effectively with a range of people including students, teachers, support staff and examination boards – The ability to maintain quality and organisational procedures – Ability to deal with a large volume administrative system whilst maintaining excellent attention to detail – Ability to work calmly under pressure, during the periods of public examinations and offer the flexibility required with regards to the hours worked during the day. – Strong administrative skills – High level of IT literacy including standard office applications such as MS Word, Excel and Outlook – Strong leadership, organisational and prioritisation skills – Ability to assess risk, solve complex operational problems and make sound professional judgements. – Excellent organisational and time management skills
Job Circumstances	– Able to travel between Campuses as necessary – Willingness to work flexibly particularly during January/May and June – Willingness to undertake training as required. – Enhanced DBS check or willingness to complete – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.